Garnet
Garnet Global Training Center

GGT-SC-115

Supply Chain, Procurement & Logistics

Contract Drafting for Procurement

صياغة عقود المشتريات

Duration	Language	Formats	Hours	Level
5 or 10 days	**English or Arabic**	**Classroom, online, in-house**	**35 / 70**	**Intermediate (practitioner)**

Overview

Contract Drafting for Procurement turns established good practice into step-by-step methods that participants rehearse in exercises and then apply at work. Buy better, hold less stock and keep materials moving when supply gets disrupted. It runs as a 5-day or 10-day program in English or Arabic, in classrooms in Dubai, Riyadh, Cairo, London, Istanbul and other cities, or live online, and can be delivered in-house.

What you will be able to do

- Apply the methods and standards of Contract Drafting for Procurement to real tasks.
- Avoid the mistakes that most often cause rework or failure.
- Share good practice with your team.
- Use the right tools, checks and calculations step by step.
- Diagnose common problems and identify root causes.

Who should attend

Procurement, contracts, warehouse, logistics and materials management professionals. Practitioners with one to five years of experience benefit most.

Key topics

- Category and sourcing strategy
- Total cost of ownership
- Inventory policies and service levels
- Supplier performance and risk
- Incoterms and logistics contracts
- ERP data and spend analytics

Formats and fees

5-day classroom	**USD 4,750**
5-day online	**USD 2,950**
10-day classroom	**USD 8,950**
10-day online	**USD 5,450**
In-house	**Quotation per group**

Fees per participant, excluding VAT.

Register or ask

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Email: info@garnettrainings.com

Training: training@garnettrainings.com

Web: garnettrainings.com

Sharjah Publishing City Free Zone, Sharjah, UAE

Certificate

Participants who attend at least 90% of sessions and complete the final assessment receive a certificate of completion stating 35 contact hours (5-day) or 70 contact hours (10-day).

5-day outline

Day 1 Contract Drafting for Procurement: principles and standards

- Supplier performance and risk
- Group discussion and peer review

Day 2 Methods and tools in practice

- Incoterms and logistics contracts
- ERP data and spend analytics

Day 3 Diagnosis and problem solving

- Category and sourcing strategy
- Measurement and reporting

Day 4 Quality, safety and documentation

- Total cost of ownership
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Inventory policies and service levels
- Common mistakes and how to avoid them

10-day outline

Day 1 Contract Drafting for Procurement: principles and standards

- Supplier performance and risk
- Group discussion and peer review

Day 2 Methods and tools in practice

- Incoterms and logistics contracts
- ERP data and spend analytics

Day 3 Diagnosis and problem solving

- Category and sourcing strategy
- Measurement and reporting

Day 4 Quality, safety and documentation

- Total cost of ownership
- Hands-on workshop on a workplace challenge

Day 5 Workshop, assessment and action plan

- Inventory policies and service levels
- Common mistakes and how to avoid them

Day 6 Advanced techniques and specialist practice

- Complex cases in depth
- Regional and international case studies

Day 7 Digital tools, data and automation

- Analysis tools and software
- Using AI in this field

Day 8 Benchmarking against international practice

- Global performance benchmarks
- Checklists and templates to take away

Day 9 Capstone project

- Analyse a real challenge from your organisation
- Build the solution and implementation plan

Day 10 Presentations, final assessment and certificates

- Project presentations and review
- Final exam and certificate award

Schedule 2027–2030

Dates	Format	City	Language	Fee (USD)
18–22 Jan 2027	5-day classroom	Barcelona	English	4,750
13–17 Sep 2027	5-day online	Live online	Arabic	2,950
4–8 Oct 2027	5-day classroom	Amsterdam	English	4,750
19–30 Dec 2027	10-day classroom	Amman	English	8,950
20–31 Mar 2028	10-day online	Live online	Arabic	5,450
14–18 May 2028	5-day classroom	Cairo	English	4,750
9–20 Jul 2028	10-day classroom	Riyadh	Arabic	8,950
4–8 Dec 2028	5-day classroom	Dubai	Arabic	4,750
12–16 Feb 2029	5-day online	Live online	Arabic	2,950

Dates	Format	City	Language	Fee (USD)
8–12 Apr 2029	5-day classroom	Riyadh	English	4,750
1–12 Jul 2029	10-day classroom	Jeddah	Arabic	8,950
18–22 Nov 2029	5-day classroom	Cairo	English	4,750
4–8 Feb 2030	5-day classroom	Dubai	English	4,750
20–31 May 2030	10-day online	Live online	English	5,450
21 Jul – 1 Aug 2030	10-day classroom	Cairo	English	8,950
19–23 Aug 2030	5-day classroom	Casablanca	Arabic	4,750

Customised and in-house versions of this course are available on request. garnettrainings.com/en/customise/